

CUSTODIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings, and related City facilities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Sweep, scrub, wax floors; vacuum and clean rugs and carpets; clean restrooms; empty and clean waste receptacles.
2. Wash and dust windows, walls, and blinds.
3. Perform minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors, or minor painting.
4. Unlock and lock entrances to buildings; check buildings for security.
5. Inspect buildings for safety, fire, and sanitary hazards.
6. Operate a variety of electrical cleaning equipment; maintain and order custodial equipment and supplies.
7. Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meetings.
8. Answer general questions from the public and City staff.
9. May assist in training less experienced staff.
10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods of cleaning and preserving floors, walls and fixtures.

Cleaning materials and disinfectants, equipment and tools used in custodial work.

Occupational hazards and standard safety practices.

The operation of motorized vehicles and power equipment, vacuums, floor polishers, common hand and power tools, carpentry and electrical tools, mobile radio and cell phones, ladders and step stools.

Ability to:

Use tools required in custodial and minor maintenance work, including electrical cleaning equipment.

Understand and follow oral and written instructions.

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Perform moderately heavy manual work.
Work independently in the absence of supervision.
Clean and care for assigned areas and equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

No experience is required. Custodial experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of a valid forklift certificate within one year of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an indoor environment, with occasional travel from site to site; exposure to dust, grease, odors, and cleaning agents; work hours include shift work in order to minimize disruption of daily operational activities.

Physical: Primary functions require sufficient physical ability necessary for sufficient mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; regularly push, pull, lift, and/or carry light to moderately heavy objects and occasionally objects over 45 pounds; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Custodian position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

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*Management has the right to add or change these duties of the position at any time.